



University of Essex

**Your studies**

**School of Computer Science  
and Electronic Engineering  
Postgraduate Taught  
Student Handbook 2023-24  
October start**



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## Welcome



**Welcome to the School of Computer Science and Electronic Engineering and Thank You for choosing to study with us.**

Dear students,

I would like to extend a very warm welcome on behalf of the School of Computer Science and Electronic Engineering (CSEE) to all of you who are beginning or continuing your academic journey. You are now part of a diverse and dynamic environment that values curiosity, innovation, and collaboration.

At CSEE, we are committed to excellence in education and research and to creating an environment where transformative education thrives. With us, you are taught and supervised by a distinguished group of academics and experts in their respective fields of computer science and electronic engineering, who conduct high-quality research and are widely recognized for the excellence and impact of their research. You have the remarkable opportunity to study and learn under their guidance following modules that are informed by their expertise and skills. We are confident that you will find this year both stimulating and challenging.

Your academic journey will require a lot of commitment, effort, and the ability to overcome obstacles with critical thinking and creativity. You will face new challenges and will have to put in a lot of work and time to learn the basics and develop the necessary skills. We will be there to assist you in this process. It is important for me to emphasize at this point that failure is an essential part of learning. So be prepared to face challenges and learn from mistakes. In this way, you will develop independent

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learning skills and deep critical thinking, strengthen your determination, and build your self-esteem.

An academic department such as CSEE would not be able to operate without the invaluable support of the professional services and technical staff. They are here to help and support you in your studies and they will often be the first point of contact for some of your queries.

Whatever your background, we're here to help you be successful and fulfil your potential. This handbook should list all the information that you need about your course, CSEE and the University of Essex. We want you to become an active member of our living and learning community. Please talk to us about anything that is affecting your studies. We will do our best to help you and put you on the right track.

We wish you every success in your studies with us and we look forward to meeting you all personally during the year.

Reinhold Scherer

**Professor Reinhold Scherer**  
**Head of School**  
**Room: 1NW.5.3A**  
**[r.scherer@essex.ac.uk](mailto:r.scherer@essex.ac.uk)**

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## Introduction

Your Student Handbook will tell you everything you need to know about your department, the University its academic policies and procedures, and all of the resources that are available to you.

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are absolutely determined to provide you with the best Essex education and student experience we can, while safeguarding your health and wellbeing.

We celebrate diversity and challenge inequality. We are a truly diverse community where differences are celebrated, and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community you will have the freedom to explore, experiment, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students.

Things might have to change and adapt over the year, so make sure that you're checking online and keeping in touch with your department for the latest updates. The [Student Directory](#) contains a wealth of other helpful sources of information which you may also find useful.

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## Practicalities and Getting Started

You've made it to Essex! We've outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

### Registration (New Students)

As a new student, you must complete the [registration process](#) in order to begin your studies with us. Registration is not only a formal procedure of enrolling you into the University, but also, connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. Because of this, you'll be asked to complete compulsory steps, such as activating your Essex IT account, provide key information about you as part of Online Registration (including payment of fees where required), complete online Right to Study checks and attend an in-person Right to Study Check on campus where you will collect your Student Registration Card. Once you've completed these steps, you'll be able to begin attending teaching and engage with your course.

You should ensure you have completed the [registration process, including payment of your fees \(where required\) by the published Latest Registration Deadline](#) for your course. If you do not do this, you may not be allowed to register and begin your course with us.

### Registration (Returning Students)

As a returning student, you will need to ensure you complete [Online Registration and pay your fees \(if required to do so\)](#) at the start of each academic year to be able to continue your studies with us. It is essential that you complete all required steps, by the published [Latest Registration Deadline](#), otherwise you may not be allowed to continue your studies with us.

If you are a student undertaking studies with us with a form of immigration permission, in some instances you may be required to undertake an additional Right to Study Check, before being permitted to re-register. This may be the case if one or more of your documents have expired, or your immigration status has changed. You will be contacted by our International Services Team, if you need to complete an additional check.

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## **Right to Study**

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren't a UK or Irish national, your [immigration permission](#) to study in the UK will be checked via the online Right to Study system, when you first arrive on campus, and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

## **Students with sponsored immigration permission**

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant to retain our sponsor status. Students with a Student visa have [additional responsibilities](#) to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. You are expected to attend your in-person teaching events and this will be monitored throughout your course. If your [attendance and engagement](#) fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University's ability to continue to sponsor your Student immigration permission. The International Services Team can provide [immigration information and advice](#) throughout your studies.

## **Choosing your modules**

You may have module options to select as part of your course structure. If you do, you must select the modules you wish to enrol on before the academic year begins. You can view and choose your specific options through the [eNROL system](#). New students can do so from the end of August and returning students can from the April preceding the next academic year. Early module enrolment ensures that timetables can be scheduled effectively. We'll talk more about how you might decide which modules to take in the [Learning and Teaching](#) section of this Handbook.

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## Explore your Campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on campus [services on campus](#).

## Get connected

### Your IT account

You will need to activate [your Essex IT account](#). Once you're set up, you can access your Essex email, log in to [Moodle](#), access lab computers and Library services, [print for free](#) (subject to our fair use policy) on campus, connect to campus wifi, and much more. When you activate your account, you will need to register an external email address and passphrase so that if you [forget your password](#), you can also reset it using these details. If you have forgotten those also, you should contact the [IT Helpdesk](#). Make sure you keep your password safe and do not share it with others. For a quick rundown of what you need when you first start, head to the Getting Started with IT guide on the Student Directory.

For a quick rundown of what you need when you first start, head to the [Getting Started with IT guide](#) on the Student Directory.

### Campus wifi

If you are studying on any of our campuses, connect to our wifi by finding the eduroam network on your device. Use your Essex email and password to join.

### Essex Apps

The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!

### MyEssex

[MyEssex](#) is your online account and can only be accessed via an internet browser. This is different to your applicant portal – you can use MyEssex to view your timetable, update your personal details, request replacement student cards or supporting

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documents, monitor your course progress, let us know if you'll miss a lecture or class, contact the Student Services Hub, and much more.

### **PocketEssex**

[Pocket Essex](#) is the University's official app for students that can be downloaded on your phone or tablet for free. It acts as a portal through to a variety of areas and resources that will be useful to you throughout your studies. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

### **Find Your Way**

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! [FindYourWay](#) is our interactive campus map app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

### **Working while studying**

Many students choose to work part-time to supplement their income. Working during your course can also give you excellent skills and experience to boost your CV. Our [Student Services Hub](#) can help you find part-time work. There are also many opportunities to [work in paid jobs on campus](#).

You can access recommendations on working hours, as well as guidance on rates of pay and National Insurance contributions on the [Careers Services webpages](#).

If you have a Student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you are from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

### **Your personal belongings**

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out

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personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

## **The Essex Experience**

We are proud of our inclusive and international community. Our campuses are places where every single person can feel they belong and where you can find the world in one place. We have created a [Student Charter](#) as a pledge that every student signs up to when they join us. By signing up, you promise to uphold our values and to behave in ways that strengthen and support our community. We promise to support you at every stage of your journey with us.

### **Embracing our values**

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we encourage you to challenge the status quo and explore the unknown, we expect all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our [Code of Student Conduct](#) outlines the rules and regulations that help us maintain our high standards of behaviour.

### **Equality, Diversity and Inclusion**

The University recognises the value of diversity and is committed to providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.

The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

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The Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment in higher education and research.

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.

The University of Essex has a Women's Network to support female staff and students and was awarded the Athena SWAN Institutional Bronze Award in November 2013 in recognition of its continuing work to support women in STEM.

The School of Computer Science and Electronic Engineering was [awarded](#) a Bronze Departmental Award in October 2019

The school also has a Women in CSEE group, whose main aim is to support, through a range of initiatives, women in CSEE, inspire a global shift in the attitude towards women in computer science and electronic engineering and reduce the gender gap. The group is open to all students and staff, of all genders. Further information can be found in the [Women in CSEE webpage](#).

For further information see the [Equality and Inclusion](#) section of the CSEE webpages.

### **Student Communities**

We pride ourselves on being a welcoming and inclusive community. We recognise the value of diversity and are committed to equality of opportunity within the University.

We offer a wide range of support to individuals and [groups of student members](#), such as our [postgraduate students](#) – our student communities - who may have specific requirements, interests or responsibilities- to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any other requirements or needs, we want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.



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## **Environmental Sustainability**

We have made commitments as a University to reduce our impacts on the environment, including reaching net zero carbon emissions by 2035. In December 2020 we declared a [climate and ecological emergency](#) and developed a [sustainability strategy](#) that sets out our ambitions up to 2026. Our Sustainability team works on a range of projects from energy efficiency to extracurricular activities to help everyone at Essex live, study and work in environmentally-friendly ways. Everyone is encouraged to do their bit, and there are simple steps you can take as a student: remember to bring a reusable cup for takeaway drinks, and a bottle that you can refill at one of our many water fountains. If you live on campus, switch off electrical items that aren't in use, and be sure to keep windows closed in colder months when the heating is on. For more information, contact the Sustainability team – [sustainability@essex.ac.uk](mailto:sustainability@essex.ac.uk).

## **Essex Sport**

Learning doesn't just happen in the classroom. Keeping active during your studies is a great way to meet new people, help relieve stress, maintain good physical and mental wellbeing, increase productivity, and improve your employability.

[Join](#) Essex Sport and be part of something bigger. We're a community of like-minded individuals who are dedicated to enriching your experience at University of Essex. By fuelling your passion for all things active we help you make new friends, find new interests and be the best you. Whatever your sport, whatever your level, from fan to [professional athlete](#), we've got a place for you.

Visit the [Essex Sport](#) website or [download the app](#) to discover all the ways you can keep active during your time at Essex. In order to ensure the welfare of our community there may be changes to opening hours or what's available, so do check on the website and our [Facebook](#), [Instagram](#), [Twitter](#) for the latest information.

## **Students' Union**

We're famous for our [Students' Union at Essex](#), and for good reason. Here you're not just a member of a normal Students' Union; you're part of a family. We work hard to support our PGT community, and are here from day one to the moment you graduate to support you in any way we can.

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The Students' Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU by electing our entire Student Leadership team including the PGT officer, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

### **Get involved!**

There are opportunities to join [Sports Clubs](#), and get involved with competitive sports in our [BUCS teams](#) or if you don't want to commit to a regular team, or would rather not play competitively, check out our [Just Play](#) programme.-

We have over [120 Societies](#) where you can meet people with similar interests, challenge yourself with something new or if you can't find what you are looking for- [Start your own.](#)

We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained [here](#).

We also have our very own lettings agency ([SUHomes](#)), to offer help and support to students to find off campus accommodation.

### **Chart My Path**

Use Chart My Path to discover over 200 extracurricular activities offered at Essex, and get recommendations personalised to you. Log into [GradIntelligence](#) to get started.

### **Essex spirit, social media and what's on?**

Keep up to date with important news, events and offers from across the University with our Essex spirit newsletter, delivered directly to your Essex email address.

Follow us on social:



/uniofessex



/uniessex



/Uni\_of\_Essex



/uniofessex



/uniessex



/@uniessexonline

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Our [Events calendar](#) brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

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## About the School of Computer Science and Electronic Engineering

### Meet the team

A [full list of all academic and professional services staff](#) can be found on the CSEE webpages. Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex. <sup>1</sup>

Head of School:	Professor Reinhold Scherer
Deputy Head of School:	Professor Martin Reed
Director of Education:	Dr John Woods
Directors of Graduate Studies:	Professor John Gan Professor Dongbing Gu
Deputy Director of Graduate Studies:	Dr Ramy Hammady
Director of CFFEA:	Dr Michael Kampouridis
CE901 Project Supervisor:	Dr Jianhua He
Department Disability and Inclusivity Liaison Officer:	Dr Javier Andreu-Perez

### Professional Services Staff

If you have any queries relating to your department or course of study, please contact the School Office (Tel: 01206 872770 Email: [csee-schooloffice@essex.ac.uk](mailto:csee-schooloffice@essex.ac.uk)) or the relevant year administrator detailed below:

Senior Student Services Manager	Jasmine Hill
Senior Assessment and Accreditation Manager	Gemma Aitchison
Postgraduate Student Services Manager	Jessica Apter

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<sup>1</sup> Department/school information in this Handbook is correct at time of publication but there may be role changes within the department/school throughout the Academic Year. Students should consult staffing details held online for the most up-to-date information.

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Student Services Officer	Tracy Bettany
Postgraduate Administrator	Valerie Hartgrove
Postgraduate Administrator	Sarah Duffield
Quality and Assessment Manager	Amy Turnbull
Assessment Administrator	Julie Poole
Student Experience Manager	Kayleigh Hall
Student Experience Administrator	Fraser Morgan

A list of [all School professional services staff](#) can be found on the CSEE webpages.

For technical problems (e.g., problems with the VDI/ equipment problem in the labs) please contact our technical team at [csee.helpdesk@essex.ac.uk](mailto:csee.helpdesk@essex.ac.uk)

The Department's Disability and Inclusivity Liaison Officer (DDLO) is Dr Javier Andreu-Perez. The DDLO is a direct link for you between the Student Services Hub and your department. They can help make sure that the Disability Service know about any adjustments you need. More information about the role of the DDLO can be found [here](#).

### **Teaching staff and support**

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework.

Details of academic support hours are posted on the academic staff web page and on the relevant module Moodle page. Meetings can be held on campus or via zoom or telephone by arrangement with the staff member. Please contact them if you would like to arrange to see them during their support hours. If you are unable to make the scheduled support hours for any reason, please contact the member of academic staff to arrange to meet them at an alternative time

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Please note that academic staff do not hold regular academic support hours during the vacations, and may, on occasions, be away from the University on research trips and visits. Therefore, if you need to get in touch with them during the vacation periods, you should email them in the first instance.

A list of [all School professional services staff](#) can be found on the CSEE webpages.

**We have also listed some other key staff roles and how these individuals will be able to support you**

### **Module Supervisors**

There are dedicated Module Supervisors to support students for each module. The module tutor for each module can be found on Moodle and the [Module Directory](#).

### **Your Personal Tutor**

All undergraduate and postgraduate taught students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services that might be able to further help and support you. You can find out who your Personal Tutor is through [MyEssex](#).

In the first (Autumn term) your tutor will be a member of our academic staff team who we will assign to you. From the Spring term onwards, your CE901 Project Supervisor will also act as your personal tutor.

If you have a disability, long term medical condition and/or Specific Learning Difference and have not registered with Student Wellbeing & Inclusivity Service, to discuss your support needs, please email [include@essex.ac.uk](mailto:include@essex.ac.uk).

### **Staff research interests**

Our research is changing people's lives and underpins tomorrow's must-have technologies. Research and development has to stay one step ahead of the industry, so our curriculum is constantly evolving. Our work combines creativity and imagination with technical excellence – we're not your typical geeks!

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Further information on the details of [staff research areas](#) can be found on the CSEE webpages.

## **Departmental resources and facilities**

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also has a selection for the exclusive use of their students. Below is a summary of the facilities and resources that are likely to be most useful to you.

### **Laboratories and equipment**

The School provides several laboratories and teaching facilities for the exclusive use of Computer Science and Electronic Engineering students – including four computer laboratories, two networking laboratories, an electronics hardware laboratory, a mechatronics laboratory, an embedded systems laboratory, and a robot arena. Our Laboratories are a range of sizes and designed to allow one-to-one interaction between staff and students during scheduled class times. The laboratories are managed by an experienced and dedicated team of technical support staff who can assist students with the most practical aspects of the curriculum.

Additional information on the technical facilities and services available in the School is contained in the [Technical Support section of the School website](#).

### **Laboratory Operations Manuals**

Use of the School's laboratories is subject to regulations set out in each laboratory's "Lab Operations Manual". Students are required to familiarise themselves with the appropriate manual before attempting to use any laboratory. The Operations Manuals can be found on the Students page of the [School's Technical Wiki](#).

### **Laboratory Opening Times**

Laboratory opening times are given in the table 'Teaching Laboratory Opening Times,' which appears on the following pages. Laboratories are classified as general computing (type C) or specialised laboratories (type S).

For Health and Safety reasons, principally lone working, access to specialised laboratories requires a technician or supervisor to be present while the laboratory is open. The specialised laboratories are closed at weekends. Access to specialised

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laboratories outside the stated hours is by prior arrangement and subject to the approval of the Technical Manager. All requests for out-of-hours access will be carefully considered, but the scope for access, particularly at weekends, is limited.

During vacations, laboratories may be closed for refurbishment or due to reduced staffing levels. The School reserves the right to vary opening times for any or all of its laboratories as necessary. Students will be given advance warning of such decisions.

The Software present in the teaching laboratories is very complex, and problems do sometimes occur. Hence, as a general rule, please remember to save work to your M drive on a regular basis to prevent any data loss that may result in such exceptional cases.

For network security reasons connection of private laptops in the School's teaching laboratories to the wired network is not allowed. Please use the University wireless network for laptop network connection.

Instructions detailing how to connect to the University Wireless Network are available from the [Computing Service website](#): The recommended wireless network service is Eduroam.

Please note it is a student conduct offense to remove network cables from laboratory machines, as spare network connections in the laboratories are primarily for students with disabilities.

Any problems should be reported by visiting the [CSEE Helpdesk](#) or simply emailing [csee.helpdesk@essex.ac.uk](mailto:csee.helpdesk@essex.ac.uk). Please use this service rather than individual staff email addresses so that if a staff member is absent, another team member can help with your request.

The School also provides access to a [Virtual desktop infrastructure \(VDI\)](#) called Horizon. The VDI allows students to remotely access the Schools specialist software and project PC's. More details are below.



## List of Teaching Laboratory Opening Times

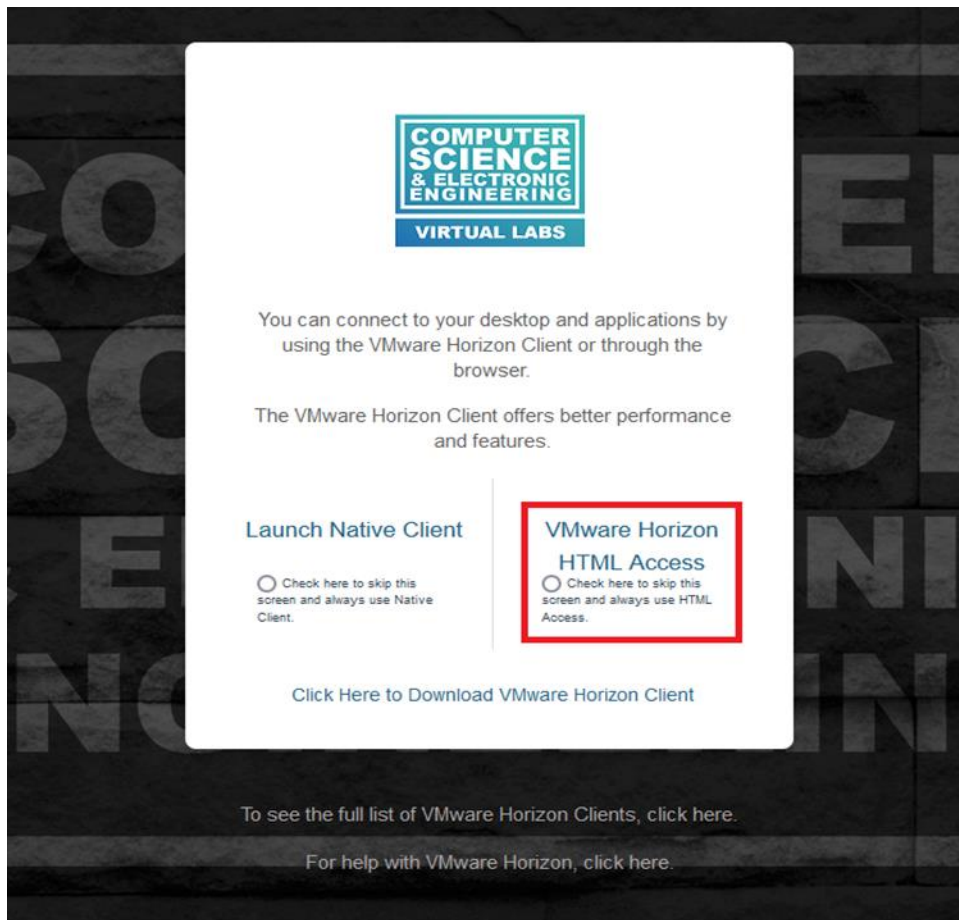
Laboratory	Room No	Capacity	Information
Software Laboratory (Lab 1) [24 hour access, 7 days a week, except during timetabled events]	5.512	77	Used for general computing (C). Technician: Simon Moore
Software Laboratory (Lab 2) [24 hour access, 7 days a week, except during timetabled events]	5.518	30	Used for general computing (C). Technician: Simon Moore
Software Laboratory (Lab 3) [24 hour access, 7 days a week, except during timetabled events]	5.517	26	Used for general computing (C). Technician: Simon Moore
Networks Laboratory (Lab 4) [8:30am – 7pm, weekdays]	4B.530	50	General computing and CISCO (C). Technician: Nick Warren, Simon Moore
Networks Laboratory (Lab 6) [Timetabled only]	4B.531	24	General computing and CISCO (C). Technician: Nick Warren, Simon Moore
Software Laboratory (Lab 7) [24 hour access, 7 days a week, except during timetabled events]	3.511	95	Used for general computing (C). Technician: Simon Moore
Hardware Laboratory (Lab 8) [9:00am – 5pm, weekdays]	1NW.2.10	44	Hardware/Electronic Laboratory (S). Technician: Jon Whitby, Robert Rayner
Robotic Area (Lab 9) [9:00am – 5pm, weekdays]	1N1.2.1	22	Robots Arena (S). Technician: Joshua Raistrick

Mechatronics Lab [9:00am – 5pm, weekdays]	1NW.2. 5	26	Mechatronics Lab (S). Technician: Jon Whitby, Robert Rayner
Clean Room [On Request]	1NW.1. 2	N/A	Users receive training before access is allowed. Access is by prior arrangement and technician supervised (S).  Technician: Adrian Boland-Thoms
STEM IT Laboratory (STEM 4.2A&B) [24 hours, 7 days]	4.2A&B	72	New Labs in the STEM Building (C).  Technician: Simon Moore
<a href="#">Horizon Virtual Lab</a> [24 hours, 7 days]			Online virtual Lab (C).  Technician: Louis Clift

### **Horizon Virtual Lab**

The Horizon Virtual Lab is recommended for any software work not carried out on the physical lab PCs. This is because Horizon is equipped with all the same software versions as the lab PCs and therefore anything which runs on Horizon will run in the labs. Where assignment work needs to be demonstrated to the module supervisor or technical demonstrators, failure to successfully run your work in the lab could negatively impact your marks.

If you follow the link to the [Virtual Lab](#) (make sure there's nothing after the essex.ac.uk/ in the address bar) you should see the following page:



If you click the VMware Horizon HTML Access link (circled red), then you can use it in most if not all web browsers. This is the easiest option especially on computers where you can't install the client. You'll be taken to the MFA / SSO page after clicking that link.

The best experience is by using the native client though (e.g. supports multi-monitors), so if you have administrative privileges then you can install the client. The links for downloading it and using it can be seen in the above screenshot.

### **Technical Support and Resources**

The Head of Technical Operations and Infrastructure, Mr Ian Dukes, has overall responsibility for technical services and facilities and is responsible for the day-to-day operation of the computer laboratories and associated facilities.

Members of the School's Computer Support Team are responsible for the general maintenance of the computer laboratories and computing infrastructure. Each member of the team has specific responsibilities (see below) in addition to their laboratory responsibilities and should be contacted with any related queries in the first instance.

<b>Name</b>	<b>Responsibility</b>	<b>Phone Extension</b>	<b>Email address</b>
Ian Dukes	Head of Technical Operations and Infrastructure	2474	<a href="mailto:idukes@essex.ac.uk">idukes@essex.ac.uk</a>
Simon Moore	Specialist Technician	6136	<a href="mailto:moors@essex.ac.uk">moors@essex.ac.uk</a>
Joshua Raistrick	Specialist Robotics Technician	2393	<a href="mailto:jr18744@essex.ac.uk">jr18744@essex.ac.uk</a>
Jon Whitby	Specialist Hardware Technician	3678	<a href="mailto:jw19955@essex.ac.uk">jw19955@essex.ac.uk</a>
*Robert Rayner	Senior Technician	3678	<a href="mailto:rr19316@essex.ac.uk">rr19316@essex.ac.uk</a>
Adrian Boland-Thoms	Senior Technician	2392	<a href="mailto:bolat@essex.ac.uk">bolat@essex.ac.uk</a>
Nick Warren	Specialist Technician (Research)	2481	<a href="mailto:nick.warren@essex.ac.uk">nick.warren@essex.ac.uk</a>
Colin Hughes	Specialist Technician	2927	<a href="mailto:ch19222@essex.ac.uk">ch19222@essex.ac.uk</a>
Dr. Louis Clift	Senior Specialist Technician	2431	<a href="mailto:lclift@essex.ac.uk">lclift@essex.ac.uk</a>
Paul Vincent	Senior Technician (Workshop)	2392	<a href="mailto:pvincent@essex.ac.uk">pvincent@essex.ac.uk</a>
Mohamed Eljak	Technical Demonstrator	2927	<a href="mailto:m.eljak@essex.ac.uk">m.eljak@essex.ac.uk</a>
Ian Farnell	Technician	2828	<a href="mailto:if22882@essex.ac.uk">if22882@essex.ac.uk</a>
Callum Gutteridge	Senior Technician (Hardware)	3678	<a href="mailto:cg22628@essex.ac.uk">cg22628@essex.ac.uk</a>

Hayden Marshall	Specialist Technician	2788	<a href="mailto:hm17171@essex.ac.uk">hm17171@essex.ac.uk</a>
Daniel Miller	Senior Technician	2828	<a href="mailto:d.miller@essex.ac.uk">d.miller@essex.ac.uk</a>
Shahin Salarian	Technical Demonstrator	2927	<a href="mailto:s.salarian@essex.ac.uk">s.salarian@essex.ac.uk</a>
Andrejs Sorstkins	Technician	2828	<a href="mailto:as19028@essex.ac.uk">as19028@essex.ac.uk</a>
Mushfika Sultana	Specialist Technician	2788	<a href="mailto:ms17811@essex.ac.uk">ms17811@essex.ac.uk</a>
Holly Seaman	Technician	2828	<a href="mailto:hs21587@essex.ac.uk">hs21587@essex.ac.uk</a>

\* Part time staff

### **Registration as Authorised User**

Following registration at the beginning of the Academic Year, all students automatically become authorised users of the University Computing Facilities. Authorisation to use University Computing Facilities implies that you agree to read and abide by the *Guidelines for the Proper Use of University Computing Facilities* - a copy of which will have been given to you at registration.

The University Regulations include as breaches of discipline:

- unauthorised access to, and use of, any University computing facility
- unauthorised access to computer material
- unauthorised modification of computer material

Students should refer to [the guidelines for the use of IT facilities](#).

### **Care of your Laboratories**

You are asked to be watchful for any actual or potential misuse of the facilities. In the very rare event of any "incident", please use the telephone to call a security officer immediately (Emergency number 2222).

- Please note that all teaching laboratories are monitored by a video surveillance system.
- Please use the laboratories in a socially responsible way.
- Do not take food or drinks into the laboratories.
- Do not create excessive noise that will disturb others.

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- Do not leave computer printouts on the desks, please use the paper recycle bins provided.
  - Please do not unplug keyboards/mice or monitors from PCs.
  - All practical work must be undertaken in a safe and professional manner. In undertaking any experimental work, you are required (i.e. it is your own responsibility) to abide by the safety guidelines as specified in the [CSEE Health & Safety](#) and [Laboratory Operation Manual](#) on the CSEE Technical support section on [CSEE Tech Wiki page](#).
  - Please complete [Risk Assessment Form](#) when undertaking any independent projects to adhere with the [University Health and Safety Risk Assessments Guidelines](#).

## **IMPORTANT NOTE**

The School's computers should only be used for course-related activities. Any student reported for misusing the School computer facilities runs the risk of losing access to these facilities.

### **Security**

You are not allowed to remove any equipment, hardware, or components from the laboratories. Only under very exceptional circumstances will permission be given to remove equipment, and then only by approval from the laboratory supervisor and the Head of Technical Operations and Infrastructure. To seek permission, a written application must be presented to both the above-mentioned persons.

### **Passwords**

Unfortunately, there are malicious and misguided people about, and it is a sad fact that given the ability to read, write and delete your files, somebody may wish to do so. No system is completely secure, but you can maximise your own security by choosing an unlikely password and by protecting access to your files appropriately.

Please refer to the [Computing Service Password FAQ](#) for detailed information regarding password changing and security.

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## Feedback and Special Requests

We welcome feedback on the operation of our laboratories, either by email to the laboratory supervisor or via [our helpdesk](#).

## Project Facilities

There is strict control on the installation and removal of Software in the general computing laboratories, but there is often a requirement for administrator-level privileges when students are working on projects.

Students who require a project PC in support of their project should contact Simon Moore in room 5.510, adjacent to Computer Laboratory One.

## Hardware Projects

Students who need to purchase electronic components for their project should place their order through the relevant laboratory technician, Joshua Raistrick/Callum Gutteridge (Robotics), or Jon Whitby/Robert Rayner (Embedded Systems and Electronics).

Please select the required components using the online catalogue provided by one of the University approved suppliers Onecall (Farnell), Rapid Electronics or RS Components. If the component required is unavailable, seek the technicians' advice, who can often find a suitable supplier or recommend an alternative item. The lead time for in-stock components is typically two weeks. However, some components can have considerably longer lead times due to supply chain issues, so remember to order well in advance.

Please note that University purchasing regulations does not allow purchasing from eBay. Students are not entitled to reclaim costs for unapproved purchases.

## Disk Space

Users' home directories (M drive) are maintained on disk managed by the University's Computing Service and are backed up nightly. Critical files, such as reports or your thesis, should be stored on your M drive. Less important files, typically those which you can easily recreate or download, may be backed up and stored on a USB memory stick or a writeable CD or DVD.

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If you lose files from your M drive you should contact the Computing Service Help Desk (telephone extension: 2345), who can help restore lost files from the most recent backup.

There is an M drive quota of at least 1GB disk storage for all students. Please make sure that you delete unwanted files regularly.

Note that image and sound files occupy much more space than text and that certain applications (such as Internet Explorer) maintain caches of recently accessed pages automatically, which may become quite large if not cleared periodically.

See [Managing Your M Drive](#) for more information relating to home directory space management. Further M drive useful information can be found on the [IT Services Storage page](#). More IT Services information is available at the [IT Services Home Page](#).

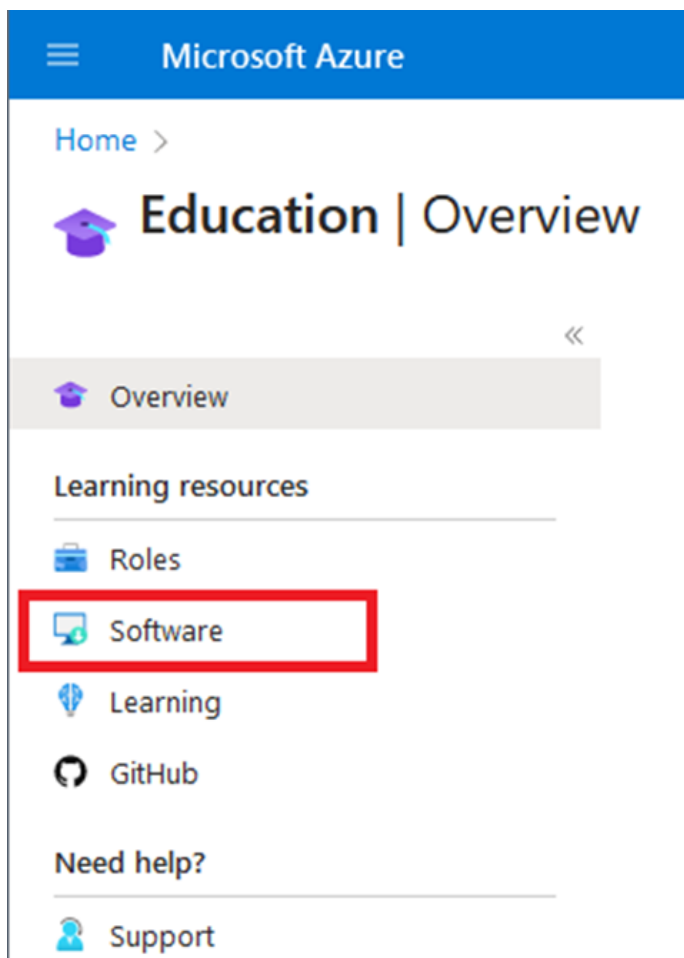
### **Microsoft Azure Dev Tools for Teaching**

The School is a member of the Microsoft Azure Dev Tools for Teaching programme (previously known as MSDNAA and Microsoft Imagine). Azure Dev Tools for Teaching is a facility for students and staff which allows them to download, free of charge, most Microsoft operating systems and development tools for personal non-commercial use and student projects. The only exception is Microsoft Office, which is available to students from IT Services. The IT Services web page at [Microsoft Office 365](#) explains how to download and install Microsoft Office (365) and has a link to the download page.

Users can also register with the Microsoft Azure Dev Tools for Teaching website to download other Software. To do so, open the [Azure Dev Tools for Teaching website](#), enter your full University of Essex email address, and then click on 'Work or School Account' before redirecting to the Essex login page.

You will be redirected to the University's login page, where you will be asked to enter your username and password. Once authenticated you will be returned to the Azure Dev Tools for Teaching portal. Click 'Software' in the navigation bar on the left. A list of the Software you can download will be generated. The list currently contains some 68 software products which the user can download.





### Postgraduate Training

Postgraduate Taught students are provided with structured training throughout their scheme of study. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts or offer specific training in research methods and skills. Students should peruse the modules available and discuss with the Graduate Director Taught which of these modules would be suitable.

### Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex](#) subject to our fair use policy. You can even print from your mobile by sending your file to [mobileprinting@essex.ac.uk](mailto:mobileprinting@essex.ac.uk) using your Essex email.

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Once you've located a device, simply log in using your Essex login and password, or tap with your student card to print. Whilst printing is free for all students, please think of your carbon footprint, only print if necessary.

Please note that there are strict laws about infringement of copyright; more information can be found on the [Library website](#) which explains what and how much you are permitted to copy. Usage is monitored and subject to a fair use policy.

### **Noticeboards**

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities.

The Postgraduates (Taught & Research) notice board is just inside the entrance to 2NW Computer Science building. Outside the School Office, you will find a board for Employability and Careers Vacancies. We also have a noticeboard for Wellbeing Information that is situated one level down from the School Office.

### **Departmental prizes**

Each year we are pleased to award prizes signifying excellence. The following prizes are available for award to postgraduate taught students:

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Each year we are pleased to award prizes signifying excellence. The following prizes are available for award to postgraduate taught students:

The following prizes are awarded annually at the Final PGT Boards. No student will be eligible for the award of more than one prize.

### **MSc Project Prize in the area of Computer Science**

A prize of £150 will be awarded to the student with the highest MSc Project Mark in one of the following MSc degree schemes: -

MSc Advanced Computer Science

MSc Intelligent Systems & Robotics

MSc Artificial Intelligence

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MSc Big Data and Text Analytics

MSc Computer Games

### **MSc Project Prize in the area of Telecommunications & Data Communications**

A prize of £150 will be awarded to the student with the highest MSc Project Mark in one of the following MSc degree schemes: -

MSc Electronic Engineering

MSc Global Communication Systems

MSc Computer Networks & Security

### **CCFEA MSc Project Prize**

A prize of £150 will be awarded to the CCFEA student with the highest MSc Project Mark.

### **The R.A. Brooker Prize**

This prize, worth £200, is donated by the Computer Science Department's founding Professor. It is awarded by the Board of Examiners on the basis of best overall performance on one of the following degree schemes: MSc Advanced Computer Science or MSc Computer Networks & Security.

### **MSc Project Prize for January Start Programmes**

A prize of £150 will be awarded to the January Start student with the highest MSc Project Mark in one of the following MSc degree schemes: -

MSc Artificial Intelligence

MSc Artificial Intelligence and Its Applications

***These prizes are correct at the time of going to print however they are subject to change throughout the course of the academic year.***

### **Communications**

The University will predominantly use email for routine communication between staff and students. Your Essex email address will have been added to the relevant email groups specific to your department or school, course and modules to ensure that you

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receive the essential information relevant to you. It is recommended that you check your Essex email each day to ensure you do not miss any important updates to classes and assessment.

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. You can always [opt in or out](#) of these communications online.

### **Social Media**

The School is on [Facebook](#) and [Instagram](#) - just search Essex CSEE and you should be able to find us.

### **The use of personal devices**

You can use laptops and tablet PCs during teaching classes for purposes related to the class you are attending. You should refrain from using your mobile phone during all teaching events, except in cases where a lecturer uses a programme which requires these devices to be switched on for participation.

## Learning and Teaching

The University is committed to providing equal opportunities for all our students regardless of where or how you study. Our diverse student population is considered when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations.

### The academic year

The academic year uses a week numbering system that covers the 52 weeks of a calendar year but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week, with teaching commencing in week 2.

Term	Week numbers
Autumn	2-11
Spring	16-25
Summer	30-39

You can view the University's week numbers with the equivalent dates in the week by week [calendar](#). The University's [key dates](#) include an overview of the start and end of each term and exam periods.

Some courses have slightly different term dates, but this does not apply to CSEE. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

You are expected to be available during term time to attend teaching events, unless otherwise advised by your Department.

### My Course

Each course at the University has its own syllabus, full details of which, including the aims and learning outcomes of your course, can be found in the University's [Programme Specifications Catalogue](#).

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Your own course structure, including your specific programme specification, can be found in the MyStudy section of your [MyEssex](#) homepage.

### **Credits**

Your course will be made up of a certain [number of credits](#), depending on your level of study and specific postgraduate course. Each year of study will hold a credit value, with credits allocated to each module. You will need to meet the required learning outcomes and assessments to be awarded credits.

### **Learning outcomes**

Each course has learning outcomes which need to be met in order to progress. Course learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are also defined more specifically at a modular level. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback.

### **Grade boundaries**

On most Masters degrees, an overall mark of 50 is a pass. An overall mark of 60 is classed as a pass with merit, and an overall mark of 70 is classed as a pass with distinction. Methods for calculating your final postgraduate award classification vary across awards and may depend on other factors. Full details are set out in the [Rules of Assessment](#).

### **Module enrolment**

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University's Quality and Academic Development Team to expand our transformative educational offering at Essex.

The University provide [further guidance](#) on choosing modules, and meetings for first and second-year students will be held by your department where students can discuss their choices with their Personal Tutor. Your preferred choices must be submitted prior to the start of term through the [eNROL](#) system.

A full list of modules available can be found on this [webpage](#).

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## Changing Modules

In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

Late changes may be permitted but will be subject to the approval of the department that runs the module and the relevant Dean. Late changes of modules that run for one term or less will not usually be permitted. Students may not change modules that are core or compulsory for the course for which they are registered.

If there is a module that you would like to study that isn't available as an option on your course, then you can ask for a change to your syllabus to be made by submitting a [special syllabus](#) request. Special syllabus requests are not automatically available and require approval. It is a good idea to talk to your Department or School responsible for your course, as well as the Department that teach the module if it is an outside option.

Requests to study a lot of outside options, to change a core or compulsory module of your course, or to study a module at a different level of study, are unlikely to be approved.

## Module Supervisors

Module Supervisors are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.

## Fitness to practise

[Fitness to practise](#) is only applicable to students on certain professional courses (such as nursing or social work) and is designed to ensure and regulate that a student is suitable for engagement in the relevant profession.

## Employability Modules

CSEE works closely with a number of technology companies and often there are opportunities for you to select a project with a company as the basis for your MSc project and dissertation. You will be provided with further information about any such opportunities during the project selection process, which is coordinated by the CE901

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or CE902 module supervisor. We also encourage students to generate their own project ideas which may involve an external company. Again, these should be discussed with the CE901/CE902 module supervisors.

For extra-curricular opportunities we recommend that you take a look at [Essex CareerHub](#), where you can not only find details of paid part-time, seasonal jobs and internships and graduate jobs but also more information on Essex Interns, Chart My Path and the Big Essex Award where you can discover other opportunities that are available to you to enhance your experience.

### **International experiences**

As a postgraduate student there are a variety of opportunities through Essex Abroad to have an international experience. Providing you with the chance to enhance employability, gain valuable transferable skills and develop as individuals.

[Essex Abroad](#) have a wide range of [summer programmes](#) suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. [Find out more](#) about Essex Abroad opportunities. For information regarding your funding during a period of study abroad, you should liaise with the Funding Team – [funding@essex.ac.uk](mailto:funding@essex.ac.uk). Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – [include@essex.ac.uk](mailto:include@essex.ac.uk).

The University of Essex is a founding member of the YUFE Alliance. YUFE (Young Universities for the Future of Europe) is a collaboration of 10 different European institutions, providing you with the opportunity to study across multiple partners virtually or physically; as part of your degree or in addition to it. YUFE aims to be a leading model of a young, student-centred, non-elitist, open and inclusive European University.

As a University of Essex student, you can obtain an international experience through YUFE, taking anything from academic to language courses, or even entrepreneurship courses; allowing you to go the extra mile and stand out from the crowd. Find out more about YUFE and how to apply on our dedicated section on the [Essex Abroad YUFE webpage](#) and through the [YUFE Virtual Campus](#).



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## Module Materials

Online reading lists for your modules can be found via the module Moodle page alongside other information and module materials.

## Teaching timetable

Every student has a [personal timetable](#) published at the start of term which shows when and where your teaching is taking place, and Zoom links if teaching online. You can access your timetable on most mobile devices, including smart phones and tablets. You will need to have registered and activated your University of Essex log-in and selected all of your modules (if applicable) before you will be able to access your teaching timetable.

If you wish to report a timetable clash or request a class change, you should do so via the [online timetable](#).

During Welcome Week (week 1) you may find that your timetable is blank as teaching normally commences week 2. **Please be aware that there may be changes to the location of teaching during the year, so regularly check your personal [online timetable and Essex email](#) for up to date teaching information.**

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the [University's website](#).

## Recording your attendance

We monitor your attendance at teaching sessions on campus using your [student card](#) and an electronic system of card readers. You must tap-in at a reader within 15 minutes of the teaching session start time for your attendance to be recorded accurately. Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. Once again you must log in within 15 minutes of the event start time for your attendance to be recorded. You are expected to attend all of your mandatory sessions on [your individual timetable](#) and [report an absence](#) if you are unable to do so. If you have a Student visa, you must attend all your timetabled teaching events in-person where this is available. Attendance at a teaching event via

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Zoom where the session was also delivered in-person will count as failure to attend. If you fall below the Home Office expectations we **must** take action, and this can include withdrawing our sponsorship.

It is your responsibility to remember your student registration card and to tap-in correctly. [Lost or faulty cards](#) can be replaced at the Student Services Hub.

Please contact your Personal Tutor, department staff or the [Student Services Hub](#) for advice and support, particularly if you are going to be absent for several weeks.

## **Making changes to your study**

### **Changing your course**

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department and personal tutor. They will be able to provide advice about the things you should [consider](#) before changing your course.

### **Thinking of leaving or taking a break?**

You may experience doubts at some point during your studies, if you're thinking about leaving Essex, we're here to support you and give you the advice you need to help you make an informed choice. You can contact your department, Personal Tutor or Student Services Hub to speak in confidence about your concerns, and also the [different options available to you](#) and the impact they may have.

You should also be aware of how your funding may be impacted if you choose to take a break. You can do this by contacting the Funding Team – [funding@essex.ac.uk](mailto:funding@essex.ac.uk).

## **Library & Cultural Services**

The Library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books and journals both on our shelves and online. The Library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, evaluating sources, and more. Our Skills at Library guide provides a [range of online support](#) in these areas and our [subject guides](#) for each department provide subject-specific guidance and

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resource recommendations. In addition, the Library offers [‘On Track for your Master’s’](#), an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research skills. If you have any questions about Library services, there are a range of ways you can get in [touch with the team](#).

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces, including individual and group work areas. There is also a dedicated Postgraduate Study Room on the ground floor that is open 24/7. Make sure you remember your student card to access this room. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with experienced Library staff to help you through your studies and into whatever you choose to do after graduation.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

### **Art Exchange**

Placing students at its core, [Art Exchange](#) is a place where art, artists and the campus community come together. Our programme of exhibitions and activities are here to get you inspired, make new friends – or simply to chill while having fun making art.

We show international art by established and emerging artists throughout the year, building up a dynamic programme by working closely with the campus community, as the art on our walls is co-created by students and responds to what matters to them.

Alongside exhibitions, our exciting programme of events and art classes and are free for students. Led by professional artists, they support students’ creativity, confidence and wellbeing - as well as being great fun!

We want everyone to get involved and enjoy great art.

### **Lakeside Theatre**

The [Lakeside Theatre](#) provides a warm, welcoming social hub of creativity at the heart of the University to foster the living learning community.

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We produce a programme of diverse, dynamic and accessible live performances of theatre, music, comedy, dance, workshops, artist development and live art for audiences on and off campus. It is a learning and social experience for students that will deliver key life skills to enable them to respond to a rapidly changing world with creativity and personal and cultural confidence. Students' wellbeing remains at the forefront of what we do which is why we provide opportunities for enjoyment, inspiration and creativity.

The theatre and technical facilities are kept up to date, for student use in education and further skill building in modern practices nationally and internationally.

### **Publish with the Essex Student Journal**

If you are looking to develop and gain recognition for your writing skills, the Essex Student Journal provides the perfect platform for you to showcase your work and gain valuable experience in academic publishing and the peer review process.

Our multi-disciplinary journal is run by and for students at the University, publishing the hard work of our students and giving you the ability to improve your writing through feedback from peer reviewers.

Not all universities have a Student Journal - this is a unique opportunity for you to publish a paper in your name and build your academic portfolio early in your career. We accept a wide range of submissions including essays, case studies, research papers, dissertations, and academic blog posts.

If you are going on to be a PGR student at the University, you can become a peer reviewer for the Journal, developing vital analytical and feedback skills required for any future career.

Join our community of student writers to develop new skills and the best practices in writing. Find out more about the Essex Student Journal and embark on your academic publishing journey today. If you have any questions, get in touch with the Journal Team via [journal@essex.ac.uk](mailto:journal@essex.ac.uk).

## Academic Skills Support

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful. We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, and provide a range of embedded teaching, [workshops](#) and [1:1s](#) on:

- [Academic writing](#)
- [Maths and stats](#)
- [Digital Skills](#)
- [Research](#) and [referencing](#)
- [English language](#)
- [Exam revision](#)

For more information, please contact [skills@essex.ac.uk](mailto:skills@essex.ac.uk).

## Departmental Support

Name	Room	E-mail
<b>Senior Tutor</b>		
Dr Richard Sutcliffe	5B.536	<a href="mailto:rsutcl@essex.ac.uk">rsutcl@essex.ac.uk</a>
<b>Department Disability &amp; Inclusivity Liaison Officer</b>		
Dr Javier Andreu-Perez	5B.542	<a href="mailto:j.andreu-perez@essex.ac.uk">j.andreu-perez@essex.ac.uk</a>

**Students seeking advice on any kind of problem, whether personal or academic, may also contact the School Office or your Personal Tutor. We are here to help so please contact us.**

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## **Proofreading services**

Before considering the use of proofreading services, all students should first discuss their work with their personal tutors. Many students seek 'proofreading' services at some point during their studies, but different types of editing can occur under this name which may not be appropriate in an academic context where work is assessed and could potentially qualify as an [academic offence](#). The University is keen to ensure as far as possible that students understand what [proofreading work should entail](#) and the acceptable boundaries to which any proofreading or editing must adhere to.

All students should ensure that any agreement entered into with a proofreader conforms to the [University's policy and guidance on proofreading](#).

## **Language classes**

### **Academic English Support classes**

Skills for Success runs a range of [Academic English support classes](#) throughout the year, which all new students who have English as an additional language are invited to enrol on. These classes are free, voluntary and designed to help students improve their language proficiency and maximise their existing language skills in an academic context.

Options include 8 week or 4 week modules and one-off, bookable sessions. You will be emailed on registration, or can contact us at any time at [skills@essex.ac.uk](mailto:skills@essex.ac.uk).

### **General English classes for beginner/intermediate/advanced learners (GEC)**

The [Department of Language and Linguistics](#) offers the wider University of Essex community the chance to improve their English language skills through our General English Classes. These classes are available to:

- Dependants and close family members of students and staff at the University of Essex
- International staff at Essex who may want to work on their general English and fluency skills
- International students currently studying at UEIC Kaplan

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- International students currently studying at both UG and PG level at Essex who wish to develop their language skills
  - Refugees and asylum seekers who hold an ARC card, or a letter granting them Immigration Bail

The classes, which take place at the Colchester Campus, will enable you to meet people from other countries and cultures and will help you develop your language skills. These classes are free and are taught at three basic levels: Beginner (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing. Throughout the year, you will have a unique opportunity to develop your conversation skills, by reflecting on real-life examples of how language is used in context.

### **Learning a language**

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so [look online](#) to discover the best option for you.

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## Assessment and Academic Integrity

All schools and departments at the University employ a variety of assessment methods designed to ensure that the learning outcomes of each module, and course, have been successfully met by the student.

### Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [Masters](#) and other [postgraduate award courses](#), but some departments, including CSEE, have [additional variations](#) which can be found alongside the Rules of Assessment for your year of entry.

Each module you take has a credit value which you are awarded if you successfully complete the module. You need to obtain a certain number of credits to be awarded your degree, and the Rules of Assessment and the Framework for undergraduate courses give you more information about this.

As mentioned above, in the School of Computer Science and Electronic Engineering, we do have a variation to the Rules of Assessment.

***For Master programmes within the School of Computer Science and Electronic Engineering which carry professional body accreditation by the BCS and/or IET (or where we are seeking to secure professional accreditation in the near future) are subject to specific Rules of Assessment. This includes the following:***

- i. Students must pass all modules, 180 credits, to Graduate with a Masters Award. We are however able to condone up to one module with a mark in the 40 – 49 range providing your Taught Course Average is above 50.*
- ii. students must pass each module with a module aggregate mark of 50 or above (with the exception of point i above) but must also achieve a minimum mark of 40% in the coursework aggregate mark and the exam mark where both are used in the assessment of the module.*



You should make sure you familiarise yourself, if you are on an accredited course, with these rules. They are set out within our variation document on the [Rules of Assessment web page](#).

If after re-assessment you do not meet the specific requirement for an accredited Masters you have originally enrolled on, the examination board will consider your eligibility to transfer onto on to an Exit Award.

For Masters programmes not accredited by the IET/BCS, the University's standard rules of assessment will apply.

The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental administrators, or SU Advice.

### **Core, compulsory and optional modules**

To understand the requirements to pass your course, you need to know the status of the modules that you are taking. You can find details of the status of your modules in Section C of your programme specification via [My Essex](#).

<b>Core</b>	You must take this module	Must pass this module. No failure can be permitted.
<b>Compulsory</b>	You must take this module	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.
<b>Optional</b>	You can choose which module to study	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

### **Academic Integrity and Academic Offences**

The University expects students to complete all assessment with honesty and integrity and to follow our [conventions for academic writing](#) (including appropriate referencing of sources) and ethical considerations. If you don't meet these expectations, then you

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may be charged with having committed an [academic offence](#), a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism, using Artificial Intelligence such as ChatGPT to write all or part of an assignment unless specifically permitted to do so, falsifying data or evidence, and communicating with another candidate in an examination.

### **MSc Project and Dissertation**

**Project Co-ordinator:** Dr Jianhua He

**Room:** 5B.529

**E-mail:** [j.he@essex.ac.uk](mailto:j.he@essex.ac.uk)

### **Introduction**

This section is addressed to all taught MSc students. An important feature of your course is that you will be expected to propose, plan, design, implement and report on, both in writing and orally, a project, to professional standards, under the supervision of a member of staff. You should read the module description for CE901 or CE902 in this Handbook. In this section there are notes on the role of the supervisor and assessment of your dissertation. Further information, **which you must look out for**, will be posted on the Course Materials Repository, the postgraduate notice board and by e-mail at key times throughout the year.

### **Method of Assessment**

CE901 breakdown of assessment:

Dissertation (90%) submitted in week 48

Presentation (10%) to take place in weeks 49-50

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## Supervisor and Supervision

At the end of your first term, you will be assigned a supervisor, whose task will be to guide you through the process of proposing, conducting and writing up your project. Your supervisor will inform you of the timetable and other arrangements for supervision for work to be carried out during the summer or autumn term immediately after the examinations. This normally involves regular meetings during normal term time and at least once every two weeks during the summer. However, you must make arrangements to cover periods when the supervisor is away from the University for any extended period, especially during the summer months.

## The Project

A full proposal for your project (which you will begin in the first week of the spring term) forms part of the assessed coursework for CE902 Professional Practice and Research Methodology, and must be submitted in the last week of the spring term. You will receive guidance in the preparation of the proposal from your supervisor.

After your examinations, you will continue with the project. This will involve, over a short period of time, the implementation and testing of your project. This will involve writing software and/or building hardware (where appropriate). By careful planning you should know by the start of the project which programming language and platform you are going to use. Ensure they are available within the School so that you can demonstrate your work during the presentation.

You should set personal milestones for your project and a date by which you hope to have passed each of them. Consider your progress frequently and take advice from your supervisor.

It is good practice to keep an up-to-date diary of the project to see how you are progressing; it may be that your objectives need to be modified in the light of unforeseen problems. We expect you to use the CSEE code repository to store all outputs (eg. Code) from your project, and the CSEE Jira site to manage your project and record all meetings with your supervisor (more information will be provided on this).

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## The Written Dissertation

The dissertation is the most important deliverable of your project; remember this when time is rapidly being consumed by programming or hardware development. It is quite possible you may not be able to achieve all your goals. In this case, it is better to write a good dissertation on a limited set of objectives which have been accomplished rather than a poor dissertation on (many) items of unfinished work. You can always discuss these incomplete items in a 'conclusions and further work' chapter. No study is ever completely finished, even at PhD level; new material becomes available all the time.

When writing your dissertation, you should remember that it will be read by examiners whose knowledge of your particular project may be less than your own. Your reader will not have spent the same amount of time on the project as you, so make the assumption that they are not familiar with the topic. Clarify the chapter and subsection structure early in the life of the project. Pay particular attention to a clear explanation of the general background to the project as well as your specific objectives. Avoid too much jargon and define clearly any technical terms before you use them. Check your writing thoroughly for spelling and grammar mistakes.

If English is not your first language then ask a native speaker to proof read a draft BEFORE you submit it to your supervisor. Use your supervisor for constructive comments on a complete draft of your dissertation and leave yourself plenty of time to make changes which your supervisor might suggest. Failure to do this will probably result in a lower quality dissertation with the subsequent loss of marks. The marking guidelines to be used by your assessors will be made available to you and will be discussed in supervision. Your final dissertation will be assessed by your supervisor and an independent internal assessor. The recommended length is between 10,000 and 15,000 words.

Some of the important sections of the dissertation are discussed below in the order in which they appear in the finished document. Note that this is usually not the best order in which to write them, for example, the Introduction is best written late when you have a clear overview of all the material you are introducing.

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## **Abstract**

The dissertation should begin with an abstract of not more than 200 words in which the objectives and achievements are briefly described. This should be included as the first page in each copy of your dissertation (after the title page).

## **Contents**

The contents section displays the structure of your dissertation and contains the chapter and major subsection headings with corresponding page numbers. Do not be tempted to make the contents too detailed - it is not an index - two pages should be sufficient. Begin the contents at an early stage and keep it under continuous development. Finish it at a late stage to make sure references to page numbers are accurate.

## **Introduction**

The introduction prepares the ground for the more detailed discussion in the following chapters; it should set out briefly but clearly the domain, motivation and goals of the project. Your introduction will be read thoroughly by your assessors to obtain an overview of your work. This is an opportunity to create a good initial impression of the entire dissertation.

## **Main Body**

The chapters in the main body of the dissertation will depend upon the technical details of the project. It should include the details on the applied methodology, design and implementation of the project, as well as project valuation methods, experiments results and reflection of results.

Determine how many chapters are appropriate and what should be included in each. As always discuss it with your supervisor.

## **Project and Risk Management**

This section presents how the project is managed and with the use of the Jira/GitLab tools. In addition, it presents the risk management process used to identify, evaluate and mitigate the potential risks associated with the project. The coverage of the project context for proposed solutions is also to be presented, which evidence some originality and meet a combination of societal, user, business and customer needs as

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appropriate. The project context will involve consideration of applicable health and safety, diversity, inclusion, cultural, societal, environmental and commercial matters, codes of practice and industry standards.

### Conclusions / Further work

In this section you should state the technical achievements of your project. Suggest how you might have improved the results if you tackled the project in the light of your experience with it. Suggest how your work might be extended.

### Appendices

All additional information, and relevant tables and diagrams must be included in the dissertation or in a separate file. Tables and figures should be included within the text; they should be numbered and given an explanatory title. Rather than include your program code as an appendix, you can link to your project on the GitLab repository and share this with your supervisor and second assessor.

### Dissertation Layout

Dissertations should be presented using 11-point Times New Roman font with line spacing of 1.2 lines. Margins should be at least 2 cm, on all four sides. The pages of text, including inserted equations and diagrams, must be numbered consecutively at the bottom centre of each page. Equations and diagrams should be generated by you. You should avoid copying and pasting these from other sources unless the diagram is highly complicated.

### Important - using references in your dissertation

Reference to relevant published work is an important part of your dissertation. If you are summarising or discussing the work of others, it must be acknowledged in the text and the work referenced in your Bibliography. **This includes work of others you have obtained from the Internet including any code you have used.** It is plagiarism not to make such acknowledgements, accidentally or deliberately. You need to be careful; otherwise you may be in breach of University Examination Regulations. The section 'Cheating (Plagiarism)' in the '**Academic Offences**' section of this Handbook applies particularly to project dissertations. This may require careful discussion with your supervisor.

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The following information should be included in a Bibliography: author(s); article title; publication title; place of publication; publication date and page numbers. There are a number of accepted styles for a Bibliography such as Harvard, Vancouver etc. One such style ('Harvard') is described here.

Within the text you should refer to a published paper or book by the author's surname followed by the year of publication, for example, Palaniappan (2008).

Where you refer to two or more papers published by the same author(s) in the same year you should add an identifying letter, e.g. Wilson and Palaniappan (2009a)

Where there are two authors they should be written as, for example, Balli and Palaniappan (2009); three or more authors need only be specified by giving the first author's surname followed by et al e.g. Palaniappan et al (2002).

For journal articles you should specify the journal title, date, volume and page numbers; for books you should specify the title, publisher, date and place of publication.

References to material obtained from the WWW, including code incorporated in your implementation, should be checked that they are still available due to their transient nature. The date the material was accessed should be given.

The general principle is to provide sufficient information for the interested reader to identify and obtain the paper, book or report you have cited. If in doubt, as always, discuss in supervision.

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A typical example of a bibliography is:

## **BIBLIOGRAPHY**

Palaniappan, R., Raveendran, P., Nishida, S., and Saiwaki, N. (2002) 'A new brain-computer interface design using fuzzy ARTMAP', IEEE Transactions on Neural Systems and Rehabilitation Engineering, vol. 10, no. 3, pp. 140-148.

Balli, T. and Palaniappan, R. (2009) 'Nonlinear approach to brain signal modelling', published in Khosrow-Pour, M. (Ed.) Encyclopedia of Information Science and Technology, 2nd ed., IGI Global, Hershey, USA, vol. 6, pp. 2834-2839.

Palaniappan, R. (2009) 'Vision related brain activity for biometric authentication', In Proceedings of 32nd Annual Conference of the IEEE Industrial Electronics Society, 7-10 Nov. 2006, Paris, France, pp. 3227-3231.

### **Submission of the Dissertation**

**All submissions are to be submitted using the online submission system (FASER)**

**IT IS VITAL TO SUBMIT WORK ON TIME.**

Your submission should contain a digital version of the report ideally in PDF format

The school will provide you with access to a source code repository where you can store and share any code developed by your project. These program listings of your implementation should be accessible to your supervisor (full instructions will be provided during the year).

### **Presentation**

The oral presentation allows you to show that you understand the project and your contribution to it and to demonstrate that the deliverables, as described in the dissertation, exist.



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**The demonstration must be carried out within the School of Computer Science and Electronic Engineering** and your attention is drawn to the use of computing facilities outside the School (see ‘Laboratories and Equipment’). You will be required to present your work to your supervisor and an independent internal assessor. Your presentation should last approximately 20-30 minutes and, using whatever visual aids are appropriate, you should:

Explain the main points of your work, stating clearly your objectives and achievements:

- demonstrate any software/hardware deliverables;
- be prepared to answer questions.

As with all deliverables your presentation should be discussed with your supervisor beforehand.

### **CE901 Presentations will take place in weeks 49-50**

#### **Intellectual Property Rights and the MSc Project**

Some MSc projects generate Intellectual Property. That is, they constitute a system or an invention with a market value, or the possibility of being developed into such. In many cases this will not become clear until the project is completed, or nearly completed. In some other cases a student may be aiming to provide a service or system for a potential client from the outset of their work.

It is most important that as soon as it becomes clear to a student, or their supervisor, that their project may constitute exploitable intellectual property, that they contact the School’s Director of Industrial Liaison, or alternatively the Head of School.

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## Computational Finance (CFEA) MSc Dissertation

### Writing your dissertation

Make sure your dissertation is well focused, i.e. it is directed to addressing one or more specific questions. Emphasise in your work the application and use of financial and economic ideas and methods.

Be realistic about what can be achieved within your time frame. If your work has shortcomings, it is better to acknowledge and discuss these shortcomings than pretend to ignore them. If you plan to do empirical work, it is a good idea to check for data availability at a relatively early stage. For some topics, data are easily available while for others data may be difficult or expensive to obtain. In some cases, it may take some time for suitable data to be found and/or obtained.

Generally, the clearer the motivation for the project, the deeper the understanding and the more successful the application or use of Finance and Economics oriented ideas and methods, and the more competent the analysis, *the higher the mark awarded*. Also, the higher the degree of originality in the work done, *the higher the mark awarded*. Dissertations that are mere literature surveys do not usually get high marks. **In any case, the dissertation must address aspects from both computer science/engineering science and finance/economics**. Therefore, demonstration of high computational and technical/mathematical expertise is expected.

**It is vital that the work you submit is all your own.** For further information on this subject you should look at the [University's web site](#).

A bibliography in the form of a list of references must be included at the end of the project. Every entry in the bibliography should be referred to at some point in the project and every citation in the project must be included in the bibliography. Further information and guidelines are provided on page 24 under the section titled “**Important - using references in your dissertation**”.

Students should meet their allocated supervisors regularly throughout the summer term and summer vacation. It is recognised that supervisors will not be available continuously throughout the vacation and it is the student's responsibility to ensure

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that the availability of the supervisor is taken into account in planning the schedule of the work.

If you do not regularly meet your supervisor, the assessors will question the originality of your work that you submit. It is possible that the Centre then decides to call you in after the submission deadline for an oral examination to assess the originality (not quality) of your work, before we start marking your MSc dissertation.

For further general information, also refer to the section CSEE MSc PROJECT AND DISSERTATION in this handbook.

### Assessment

The marking structure for this module is as follows:

- 90% Dissertation
- 10% Oral presentation, with short viva, to take place in weeks 49-50.

### Presentation and Length

The MSc dissertation should include **at least** the following components:

1. Title Page
2. Abstract (maximum 200 words).
3. Table of Contents
4. Introduction
5. Methodology
6. Results and Evaluation
7. Conclusion
8. Bibliography/References
9. Appendix (e.g., codes, additional material, etc.)

Formal Layout Requirements are:

- A4 page size
- 12-point typeface
- double spacing
- margins of at least 2.5cm in all directions
- must be bound, but no special binding needs to be used

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The *maximum word limit is 10,000 words, including* footnotes, endnotes, appendices and the bibliography, *excluding* program codes. It is recognised that there may be some small variations according to the number of diagrams, graphs and technical appendices included. Examiners have the discretion to penalise excessively long dissertations and over what penalty to exact. The appendix containing the code of the programs used will not be counted in the word length. It is compulsory to include the code for programs used in the submitted work.

## Submission

**All submissions are to be submitted using the online submission system (FASER)**

**IT IS VITAL TO SUBMIT WORK ON TIME.**

Your submission should contain the following:

- a digital version of the report ideally in PDF format
- the program listings of your implementation should be uploaded as a separate zip file

Extensions to the deadline can only be granted for properly documented circumstances of an acute medical nature. Requests should be made by contacting the School Office in the first instance, who will forward your request to the appropriate member of academic staff. Extensions will not be granted because of any form of computer failure (e.g. disk corruption, printer breakdown) or because of congestion of the University's central computing facilities.

Submitted dissertations are not returned to students. You are strongly advised to keep a separate copy of the final version of the dissertation.

## Methods of Assessment in CSEE

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

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## Coursework

Coursework is compulsory in all modules and failure to participate in coursework is interpreted as evidence of lack of academic progress. Your academic progress is monitored throughout the year. In severe cases, students with poor academic progress can be required to withdraw from the University (even before the final examinations).

### Referencing in coursework

Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).

Referencing allows you to give credit to others' ideas, work, research, theories, concepts, outcomes and results, and demonstrates your breadth of reading and knowledge on a subject. If you do not reference properly, this could amount to [plagiarism](#), which is an [academic offence](#).

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is [IEEE](#). You must use this referencing style. Guidance on your referencing style is available [online](#), including an [interactive referencing tutorial](#). You can also take the [Academic Integrity course](#) on Moodle.

### Submission of coursework

You should submit all coursework online via [FASER](#) – the University's online submission system. You are encouraged to log on to FASER at the start of the year so that you understand how it works before you reach your first deadline. There is a trial module and deadline available for you to use as a practice submission, as well as helpful guidance on [how to use FASER](#).

You can upload as many draft versions of your work as you like and are encouraged to use this as a safe and secure area to store your coursework. This can help to avoid the problem of your computer crashing at the last minute and your important files being lost. In cases where multiple versions are uploaded you will **need to make any which you do NOT want to be included in the final submission a 'draft'** otherwise just

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the most recently uploaded file will be taken as the final version. The maximum file upload size is **50MB**.

### **Problems with FASER**

If you have technical difficulties, please contact the [IT Helpdesk](#) as soon as possible to find out if this is a system issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to.

If you are confused or unsure how to upload or are having any non-technical difficulties, you should contact your Postgraduate Administrator.

### **Late submission of coursework**

We have a [single policy](#) at the University of Essex for the late submission of coursework in postgraduate taught courses: all coursework submitted after the deadline will receive a mark of **zero**. No extensions will be granted. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline, but have been able to within the relevant Late Submission timeframe.

Where a student is unable to undertake the assessment by the deadline, and it is deemed impossible to consider a late submission request due to the nature of the assessment (e.g. absence from in-class tests, practical assignments and presentations), an [extenuating circumstances](#) form should be submitted which will be considered by the Board of Examiners.

### **Dissertation Extensions (PGT Only)**

Postgraduate taught dissertations (or equivalent) are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an extension for their postgraduate dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline. Students can request an informal extension of up to four weeks from the School. Where a longer extension is required, an application for an extension to a postgraduate taught dissertation can be completed via the [online form on the ESF SharePoint website](#), for consideration by the relevant Faculty Dean (Postgraduate).

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Further information about the [University's PGT Dissertation Extension Policy](#).

All dissertation extension requests in CSEE must be received no later than 7 working days before the deadline of submission and supported with appropriate evidence otherwise your request for an extension may be declined. You should always keep your Supervisor and the School Office informed if you are struggling with your dissertation so that appropriate advice and support can be offered.

### **Return of coursework**

The School is committed to providing timely feedback that is designed to help you understand your strengths and weaknesses and give you the opportunity to enhance those strengths and overcome the weaknesses. Marked coursework/assignments, including feedback, will be returned to students within four working weeks of the submission deadline. A due date for feedback and grades will be provided for each piece of coursework. In exceptional circumstances there may be a delay in the return of grades and feedback. If the submission deadline is during the last three weeks of term, the marked coursework will be returned to the student at the start of the following term.

All assignment marks are recorded in a University database. With the exception of the project modules, students will receive their coursework marks by email as soon as the marks have been entered. The marks for modules which are assessed by coursework only will be provisional and subject to possible change until they have been confirmed by the meeting of the Board of Examiners. The final mark for project modules will not be released until after the meeting of the Board of Examiners. You should check your coursework marks carefully against your records, and report any discrepancy immediately to the CSEE School Office.

Module supervisors reserve the right to ask students to come to a meeting to discuss any piece of work submitted.

### **Ethics in research**

All research involving human participants and animal subjects, whether undertaken by the University's staff or students, **must** undergo an [ethics review](#) by an appropriate body and ethical approval **must** be obtained before it commences. You should first read the [Guidelines for Ethical Approval of Research Involving Human Subjects](#) or

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[Guidelines for Ethical Approval of Research Involving Animals](#) and then submit an Ethical Approval application form via [ERAMS](#). You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

**Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority and /or NHS Research Ethics Committee approval. You should contact the REO Research Governance Team ([reo-governance@essex.ac.uk](mailto:reo-governance@essex.ac.uk)) at an early stage.**

## **Examinations**

In 2023-24, examinations will either be remote via FASER, Moodle or Perception, or on campus in an invigilated setting. To find out whether your exam is in-person or remote, you can check the [module directory](#). Your personal exam timetable, when available, also has this information.

### **Exam timetable**

The University [publishes the dates for exam periods](#) at the start of each year, including the date on which your personal exam timetable will be issued for each period. A link to your personalised exam timetable will be sent to your Essex account when it is ready to view.

### **Attending an in-person exam**

You must bring your registration card and exam entry form to any invigilated exams on campus. You may not be allowed entry without these. You will be able to download and print your exam entry form when you view your personal exam timetable.

For exams that are more than 1 hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only 1 hour long, you will only be admitted up to 10 minutes after the start of the exam. You will be able to download and print your exam entry form when you view your personal exam timetable.

Attendance at examinations, whether remote or in-person, is compulsory and if you do not attend them and do not have [extenuating circumstances](#) then you are at risk of being withdrawn.



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## Calculators in Examinations

If you are allowed to use a calculator in your examinations, the only models you are permitted to use in invigilated exams are the **Casio FX-83GT** or **Casio FX-85GT** series (CW, X or PLUS).

The only exception is for certain **Finance** exams that require a **financial** calculator, in which case you may use the **Hewlett Packard 12c** (all variants) or the **Texas Instruments BAII Plus** (including the BAII Plus Professional).

## Open and closed-book exams

You should check the module directory to see whether your exam is open or closed-book. Your department will provide further guidance on how to prepare for your exams and on what materials can be taken into an open-book exam. You should also check the information published on the exam web pages.

## Exam stress

[Exams create stress](#) for most people, but there is a lot that you can do to prepare for them and help manage the levels of stress associated with exams. The University's Skills for Success Team offers a series of [Exam Workshops](#) which are run by specialist staff. These sessions cover revision planning and techniques, as well as sessions on relaxation and how to cope with stress. Staff in the [Student Services Hub](#) can also provide sessions on stress management if required.

## Access to your exam script

If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module *or* give you a copy or summary of the examiners' comments on your performance. If you need to undertake an exam as part of reassessment on a module, your department will provide you with written feedback on any elements being reassessed.

**Feedback on your exam script will not include a discussion of the mark. The marks will have been approved by external examiners and ratified by the Board of Examiners.**

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## **Moderation and marking**

The [University's Marking Policy](#) can be found online and includes our policy and procedure on the moderation of work.

### **Marking**

All student work is marked in line with the University's Marking Policy. If your assessment is worth up to and including 40% of your module mark, it will be marked by one member of academic staff. If it is worth more 40%, then it will also be moderated. If the assessment is worth 30 credits or more, it will be marked by two members of academic staff. The full procedure and assessment marking requirements can be found in the [Marking Policy](#) – there is a useful flowchart in Appendix C to visually represent the requirements, and detailed definitions of marking and moderation within the policy itself.

### **Moderation**

Moderation is a process separate from that of marking and provides additional assurance that the assessment criteria has been applied appropriately. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given.

### **External Examiners**

External Examiners are academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that modules and courses at the University meet the academic standards expected across UK higher education. You can find more information about the role of External Examiners on our [External Examiner roles and responsibilities webpage](#).

### **Re-marking of coursework**

You may, under certain circumstances, have the right to [request a re-mark](#) of your coursework. Should you feel that your work needs to be reviewed and potentially re-marked, you should first contact your department to advise you accordingly and assess whether you meet the criteria to be able to submit a request for re-marking.

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If a request for a re-mark is accepted, your marks are **not guaranteed** to increase, however, **the mark awarded after re-marking will override your original mark.** Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks could go down as well as up.

### **Appeals**

[Appeals on academic grounds](#) can be made following the meeting of the Board of Examiners and the publication of your results. There are limited grounds available to appeal on and strict deadlines to adhere to. As such, we strongly advise all students thinking about making an appeal to contact the [SU Advice Centre](#).

### **Feedback**

The School is committed to providing timely feedback that is designed to help you understand your strengths and weaknesses and give you the opportunity to enhance those strengths and overcome the weaknesses.

If you need to undertake any reassessment on a module, your department will provide you with written feedback on any elements being reassessed.

### **The Board of Examiners**

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn. For courses which start in January the final boards are in the Spring Term, and there may also be boards in September.

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Boards of Examiners use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credits;
- you have met the requirements to progress to the next year of your course (*if you are on a course which lasts more than one year*);
- you have met the requirements to pass your course and what classification you will receive for each module;
- you are eligible to receive a merit or distinction.

If it is determined that you have not passed sufficient credits to progress to the next stage of study, or, for final year students, to graduate, the Board of Examiners will also determine:

- what reassessment you could be offered and when you can take it<sup>2</sup>

### Publication of results

The publication schedule for results can be [found on the website](#). You will receive an email to your Essex email account as soon as your results are published online.

### Failure to pass

The following is only a summary of the key points. You should [read the rules](#) and make sure you understand them. If you need advice, ask your personal tutor, departmental administrators, or SU Advice.

If you **fail your course**, you are not able to repeat it. The [Rules of Assessment for Postgraduate Taught Awards](#) only allow reassessment for up to a maximum of 60 credits worth of modules for taught Masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

If you **fail your dissertation** you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the [Rules of Assessment for Postgraduate Taught Awards](#). Alternatively, if you have obtained

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<sup>2</sup> The Board of Examiners will not be aware of any student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa rules. All options should be considered in conjunction with applicable visa restrictions.

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enough credits in your taught modules, you may be eligible for another award such as a Postgraduate Diploma or Certificate.

### **Credit accumulation**

You can decide if you want to [accumulate credit](#) by taking individual modules with the aim of achieving a postgraduate award; this is called [Modular study](#). The Rules of Assessment are different when you study individual modules. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study.

### **Reassessment**

You may only undertake reassessment if the Board of Examiners says that you may do so.

If you have to take compulsory reassessment, whether coursework or examination, it is really important that you do this. If you do not, it is likely that you will be unable to progress with your studies at the University. The Board of Examiners will not consider permitting you to proceed carrying fails if you have not attempted the reassessment.

Reassessed modules are normally capped at the pass mark of 50 unless you have extenuating circumstances which are accepted by the Board of Examiners. Please be aware that reassessment in examinations and coursework may carry a fee.

### **Reassessment Policy**

If you do not meet the pass criteria for a module, you will be offered reassessment during the next resit period. To be eligible for reassessment for a Masters, you must **however pass 60 credits or more at the first attempt**. Master Students are only permitted ONE attempt at reassessment. It is crucial therefore that you engage with teaching and lab sessions on your course and submit all assessments. If you are struggling with any assessment, you should speak to the Module Supervisor, at the earliest opportunity.

### **Engaging with Reassessment**

If you need to undertake any reassessment, it is imperative you engage and submit the reassessment offered, as non-engagement can lead to automatic withdrawal from

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the University. It is better to submit your coursework or sit your exam and submit something even if it is not to the standard you would like, rather than submit nothing at all.

### **Resit exams**

[Resit exams](#) are usually scheduled in late August and early September or 'out of residence' in the summer of the following year. A considerable amount of useful revision material for each module is available on Moodle. Students can contact staff, particularly Module Supervisors for the modules they are resitting, if they need help with revision or specific queries (do not leave this until the last minute as staff availability will be reduced throughout the summer). Staff can give individual feedback on summer exam performance, if requested.

### **Exit Awards**

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded your degree, you may be awarded a qualification at a lower level, if appropriate and applicable.

### **Extenuating Circumstances**

[Extenuating circumstances](#) are circumstances beyond your control which cause you to perform less well in your assessment than you might have expected, or in some instances, may prevent you from submitting coursework or attending an exam entirely. In general, valid extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during assessment.

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from [SU Advice](#) or the [Student Services Hub](#). Please be prepared that you may need to include supporting evidence with your claim. Extenuating Circumstances claims must be submitted via MyEssex by the [appropriate deadline](#) noted.

Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The [Board of Examiners](#) will determine an appropriate course of action, such as permitting further reassessment

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opportunities for uncapped marks. Please note that extra marks **cannot** be given in light of extenuating circumstances.

## **Computers, Learning Technologies and your Information**

### **Computers**

#### **Using a campus computer**

If you [need to use a computer on campus](#) our computer labs are the perfect place to study or work. We also have group study pods which are ideal for group projects. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching so it is best to check availability first.

#### **IT Help and Training**

You can search the [Student Directory](#) for more IT information, including [software available](#) to students, help and support with your Essex account, account storage and printing.

Need some help with Word, Excel or EndNote? IT Training is available to book through [CareerHub](#) or Proficio. You also have free access to LinkedIn Learning, an online video training platform, using your Essex account.

If you can't find what you're looking for, or if you need to talk to someone, contact the [IT Helpdesk team](#) who can assist you further.

### **Learning Technologies and Systems**

#### **Learner Engagement Activity Portal (LEAP)**

[LEAP](#) is our student centred, personalised engagement tool. LEAP displays [your engagement](#) with university resources and activities. An algorithm within LEAP gives a weighting score to each activity and combines your use of these resources and activities to produce an overall engagement indicator.

There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time based on your class attendance, utilisation of Moodle etc. Full details on the resources included

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in LEAP, the engagement ratings and how LEAP uses your data can be found on the [LEAP webpage](#).

By providing you with a more holistic view of your studying experience, LEAP offers you the opportunity to take control of your own learning and make more informed choices about your studies, enabling you to:

- Reflect on your academic activities and overall engagement to make informed decisions about your academic studies
- Review the notes created in LEAP from meetings with Tutors or other university staff
- Check your attendance and ensure the information is correct

Tutors and other university staff may use the information in LEAP to:

- Suggest ways you could achieve better outcomes
- Check that all is well and offer information, advice and guidance
- Help you in areas of your studies that you find challenging

The University has a [Student Engagement Policy](#) which provides a structured approach based on support and mutual decision-making to maximise the success and achievement of every student.

### **Moodle**

[Moodle](#) is our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis released by your lecturers.

### **FASER**

[FASER](#) is our **online coursework submission and feedback system**. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

### **Online reading lists**

Reading lists can be accessed [online](#). Use this service to find out the details of each week's reading and to access resources through the Library.



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## Listen Again

Did you miss something? Our [Listen Again](#) digital recording service lets you listen again to lectures so you grasp every detail. It's available in teaching rooms or lecture theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.

## Zoom

You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online the link to join will be available in your individual timetable 48 hours before the class.

This [quick start guide](#) gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.

## Your information

### Changes to your information

During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date, which you can [manage and update online](#).

### Your personal information

We collect and hold lots of information about you, your course, and your progress so that we know who you are, what you're doing, and how you are getting on. This means we can support you and also improve our services to reflect the need of our students.

All information about you is kept securely, and access to your information is only given to staff who need it in order to do their job. You have a [right to ask for copies of information](#) we hold about you.

To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the Data Protection Act 2018, read our [Privacy Notice for students](#).

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## **Student Voice**

At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated and this feedback, both positive and developmental, is used to help make short and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways at Essex through your [Student Voice](#).

### **Student Representatives**

You can contact or volunteer to be a [student representative](#) who represent the voice of fellow students in departmental Student Voice Groups (SVG) and other University level committees.

### **Student Voice Groups**

[Student Voice Groups](#) (SVGs) are made up of [student representatives](#) and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the department or school to consult with students and receive feedback on new proposals. Such proposals are recorded in SVG logs, where specific details are requested in order to facilitate the feedback.

### **Student Voice Hours**

These are regular informal 1-hour engagement meetings organised by our CSEE Student Experience team; some meetings will be held via zoom and others in person on campus and will be advertised to all students. You are warmly welcomed to attend these sessions to let us know how your course is going and informally raise any concerns so we can try and resolve these for you as quickly as possible.

### **Student Surveys**

[Student satisfaction surveys](#) enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex by closing the feedback loop.

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## Postgraduate Taught Experience Survey (PTES)

The [Postgraduate Taught Experience Survey \(PTES\)](#) is the only UK higher education sector-wide survey to gain insight from postgraduate taught students about their learning and teaching experience.

The PTES gives you the opportunity to provide open and honest feedback on your experience of study at Essex, your course and your department. It considers your motivations for studying your chosen programme and your experience, where relevant, of undertaking a major project/dissertation.

If you're eligible to complete the survey, we will contact you to invite you to take part.

## Student Module Feedback

Every year, we will ask you to complete [Student Module Feedback](#). This survey allows you to feedback on each of the modules you have studied. Receiving feedback at this level is critical for the University to understand what works well, and what could be improved, from the perspective of students. All feedback will be summarised and discussed by SVGs and will inform reports written for central University committees as part of our quality assurance processes.

There are also many [other satisfaction surveys](#) taking place, to ensure students are happy with the services the University of Essex provides. From time to time you will be invited to participate via an email.

If you have some feedback but don't know who to tell, email: [studentvoice@essex.ac.uk](mailto:studentvoice@essex.ac.uk)

Your Department will also welcome your feedback. They will have a range of quick feedback mechanism for you to use. Contact your departmental office if you are not sure what these are.

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## You Matter

We know university life can throw up all kinds of concerns and questions. Everyone has [mental health](#) – sometimes your mental health may be good, other times it may be not so good. It could be stress related to deadlines, general worries or concerns about friends and family members. Whatever is worrying you, if you need some information, advice or support, the University offer a wide range of services and support to help you.

## Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the [Student Services Hub](#) can help. You can find out about health and wellbeing, accommodation, careers services, money matters and much more. Your questions matter and you'll get answers from our team of experts.

**To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: [Ask the Hub](#)**

## Support for students with disabilities or additional needs

We encourage all new students with a disability, long term medical condition, specific learning difference or mental health condition to disclose and register with the [Student Wellbeing and Inclusivity Service \(SWIS\)](#) so that we can plan how best to [support you in your studies](#).

If you are [care experienced, estranged from your family, primary carer and/or University of Sanctuary](#) student please contact the Student Wellbeing and Inclusivity Service (SWIS) for further information about support that may be available to you.

UK students may be eligible for a [Disabled Students' Allowance grant](#). If you are not a UK student and you have a disability, you may be eligible for [other grants and funding](#). We would recommend that you [contact the Student Services Hub](#) to discuss all the options that may be available to you, as well as for general advice, support and information on health and wellbeing issues.

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## Personal Emergency Evacuation Plans (PEEP)

If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a [Personal Emergency Evacuation Plan \(PEEP\)](#).

## Essex Access Forum

The [Essex Access Forum](#) is a university-wide discussion and advocacy forum and consultation body working to support excellence in all aspects of physical and non-physical access at Essex (student education, staff employment and visitor experience). Membership is open to both staff and students, with and without disabilities.

## Seeing a Doctor

If you're studying on a course for more than six months, you're required to register with a local doctor. Our Colchester Campus has its own [health centre](#) or you can use the [NHS Choices postcode](#) finder to find your nearest doctor. If you require emergency medical or mental health services, there are a [number of options available](#) both through the NHS and also the University, regardless which campus you are studying at.

## Counselling services

Our University offers a wide [range of services and resources](#) to support all of our students. with a variety of counselling opportunities.

If you feel you would benefit from support, including counselling, please [contact your Student Services Hub](#). You can find more information, including the full range of counselling services available to you.

## Wellbeing drop in

The Wellbeing Assessors provide support to students with anything affecting their wellbeing, mental health and/or disability. You can speak to a Wellbeing Assessor for support and advice at our wellbeing [drop-in sessions](#) in person. If you would feel more comfortable with a telephone or Zoom appointment, you can still request this via our [online appointment form](#).

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## **UK Immigration Advice and Guidance**

[Immigration advice and guidance](#) is regulated in the UK by the Office of the Immigration Services Commissioner (OISC) and can only be given by those that are authorised to do so. We publish lots of information and guidance on our website for students and you can contact one of our authorised advice services via the '[ask us a question](#)' section for further advice about the UK's student Immigration Rules.

## **Money management**

Financial Support Officers in our [Student Services Hub](#) and our independent [Students' Union Advice](#) can provide [money management and budgeting advice](#) and can talk through any financial issues that you may be experiencing and how best to tackle them. You can also ensure that you keep your finances on track by working through some free online money management modules offered by [Blackbullion](#).

If you get into financial difficulty, you should get help and talk to someone **as soon as possible**. The sooner your problem is identified, the sooner it can be solved. You may be eligible to [apply for financial support](#) to assist you with short-term unexpected and unforeseen costs while studying at Essex.

## **Funding Opportunities**

There are lots of funding opportunities available to UK, EU and International students offered by the University and by external companies and organisations. This may be in the form of a student loan, a scholarship, or a bursary. You can find out more information, including what you may be eligible for on the [PGT Scholarships and Funding webpage](#).

## **Students' Union Advice**

Our [SU Advice](#) service also offers free, confidential, independent and impartial advice on many issues that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex. You can speak to us about Academic processes and procedures, representation at University meetings, student UK visa extensions, housing, complaints, welfare and consumer issues.

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**Colchester students** – [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk); 01206 874034

**Southend students** – [suacsou@essex.ac.uk](mailto:suacsou@essex.ac.uk); 01702 328235 (term time only)

**Loughton students** – [suaclou@essex.ac.uk](mailto:suaclou@essex.ac.uk); 01206 874034

## **Residence Life**

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Each Residents' Assistant (RA) is assigned an area and will aim to get to know you, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RAs contact details on your flat kitchen poster if you live on campus. You can find out about all our exciting events by following us on [Facebook](#) or by checking out the University [Events page](#).

## **Religion, faith and beliefs**

We're proud of our vibrant and diverse [multicultural community](#) and welcome everyone, of all faiths and none. The calm, friendly and supportive atmosphere in our Faith Centre is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

## **Harassment support**

We are Essex. We pride ourselves on being a [welcoming and inclusive student community](#). We offer a wide [range of support](#) to individuals and groups of student members who may have specific requirements, interests or responsibilities – to help you fulfil your potential.

We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our [Report and Support Service](#) of trained Harassment Support Workers are on hand to help.

## **Health and safety on campus**

Our campuses are generally very [safe environments](#). We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for [general information and advice](#).

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Please familiarise yourself with [fire safety and emergency evacuation procedures](#) for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a [Personal Emergency Evacuation Plan \(PEEP\)](#).

Please take note of our [advice on the safe use of electrical items and prohibited electrical items](#) in residential and non-residential areas.

All students residing on campus **must** complete the Moodle [Fire Safety Course for Residents training](#).

If you have any health and safety concerns or need to report an incident, please use the [University's reporting service](#) to notify us.

### **Making a Complaint**

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

The University aims to resolve complaints quickly and informally in accordance with the [Student concerns and complaints procedure](#) which can be found on our website.



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## Student Development

### Careers Services

The [Career Services](#) team offer a programme of information, advice, guidance and support through events, workshops and one-to-one sessions. With teams dedicated to supporting work-based learning, placements, internships and professional development, we'll provide the information and support you need to thrive.

### CareerHub

Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on [CareerHub](#), the online Essex careers and jobs portal. Login with your Essex username and password.

### Get experience

Develop your skills and showcase your potential through our extracurricular offer:

- Find the right activity for you with **Chart My Path**, and to get recognised on your HEAR for your extracurricular achievements with the **Big Essex Award**. Log into [GradIntelligence](#) to get started.
- Looking for your first paid experience in the field/sector you want to graduate into? Discover [Frontrunners](#), our on-campus internship programme.
- Discover paid internships with local businesses that have been exclusively designed for Essex Students – sign up to [Essex Interns](#) to find out more.
- Apply for [Mentor Connections](#) and be matched with an industry expert to expand your network, learn from their experience and explore options for your future.
- Calling our Black students! Unlock your academic potential and cultivate research skills through our digital **Black Researchers' Hub**. Explore on [GradIntelligence](#) today.

### Volunteering

Join the [vTeam](#) and be the difference. There are plenty of opportunities to **volunteer** during your time at Essex. The vTeam, run by the Students Union, is a fantastic

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opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

## **You Are Essex**

### **Graduation and Awards**

Once the Board of Examiners has met, it can take between 7-10 working days for your results to be published. The University's [publication of results schedule](#) can be found online and you will be notified once this information is available. As soon as your results are ready, you will be sent an email and directed to a password protected web page. You will be able to see your marks obtained and any decisions that you must make in order to progress to the next stage of study.

### **Award documents**

You will be able to access your full academic transcript electronically via your [Higher Education Achievement Record \(HEAR\)](#). Your [Higher Education Achievement Report \(HEAR\)](#) not only showcases a full record of your academic achievements, but also any activities you have undertaken and logged through the [Big Essex Award](#), and any other awards and prizes that you may have received.

This will be updated after the successful completion of study each year, and final HEAR will be issued upon conferral of your final award.

Upon conferral of your final award, you will receive both an electronic and hard copy award certificate. Your electronic Certificate will be available on your [GradIntelligence](#) account within 5 working days of award conferral, and you will be contacted by the Graduation and Awards team regarding issue of your hard copy Certificate.

You will have full access to your GradIntelligence account for life. You will be able to share your HEAR and Certificate with employers and other universities by providing them with a University-certified record of your achievements.

### **Graduation ceremonies**

The culmination of all your hard work! [Graduation](#) ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards on campus. All eligible students studying at our Colchester, Loughton and

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Southend Campuses will be invited to attend their course's ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are [published online](#).

We hold two Graduations per year: one in Spring and one in Summer. More information on the dates and ceremonies held for each Graduation, including eligibility and how and when to book your place at Graduation, will be published at the start of each academic year on the [Graduation webpages](#).

## **References**

### **Requesting references from members of staff**

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on a first-year option course. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

### **Copies of references**

A copy of any reference provided will be retained within our department for no longer than three years for taught students.

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## Alumni

Essex is forever and although your time here will fly by, you'll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 100,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit [our website](#).

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Careers support is for life as an Essex graduate and we'll be with you every step of the way. We are proud of our world-class research at Essex and your invitation to contribute is lifelong. As an Essex graduate, you can also take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#).

Whatever you choose to do, please stay in touch. We'd love to hear where your Essex degree has taken you.